



## Cooperative Education Program

## Student Agreement

Congratulations on your decision to enroll in the College of Engineering Cooperative Education (Co-op) Program. It is a privilege for our students to be affiliated with the sponsor companies and gain valuable work experience related to their major through paid, full-time employment. It is the College's expectation that students will comply and abide by employer's requests and policies as well comply with all as state and federal law while employed as a co-op student. Likewise, the sponsor company is expected to treat a co-op student in the same manner as their other professional employees.

### Summary of Student Responsibilities

1. Enter and continue in the Cooperative Education Program in good faith and fairness to the employer and Colorado State University. Act in an ethical and appropriate manner as a representative of Colorado State University and the employer.
2. Be a full-time student in the College of Engineering. Maintain a 2.0 GPA or higher and be in good academic standing while maintaining satisfactory progress toward degree requirements. Academic probation is immediate cause for termination from the Cooperative Education Program.
3. The Co-op Program is designed for alternating work and academic sessions. Follow the *Semester Planning Worksheet* that has been pre-arranged with your academic advisor and shared with your employer. Any deviation from this schedule must be in writing and approved by the academic advisor, co-op program coordinator, and employer.
4. While on co-op assignment, register for one credit hour in ENGR 389 *Engineering Cooperative Experience* and pay the associated tuition and co-op program charge. The co-op tuition and fees are due in the Bursar's Office by the University specified deadline. Failure to register for the co-op course or failure to pay tuition and fees may result in immediate termination from the program.
5. While on co-op assignment, a student is enrolled in ENGR 389. Between co-op work rotations, a student must be considered full-time by registering for 12 or more credit hours during fall and spring semesters. If you have questions about a scholarship, loan, or grant and the option to defer, renew, or retain, please contact the Scholarship Program Coordinator in Student Financial Services.
6. Submit to pre-employment screening policies and procedures as required by sponsor companies; these may include substance abuse tests, psychological tests, GPA/transcript review, driving record review, etc.
7. While on co-op assignment, a student is responsible for all living expenses including the daily commute. Note: employers provide different levels of relocation and housing support for co-op students based on their corporate policies. Some, not all, provide tuition reimbursement and other miscellaneous benefits.
8. Complete at least three or more work terms, two of which must be fall or spring semesters. To provide a more progressive work experience, work terms should be with the same employer. A second co-op employer is only warranted if the original employer's co-op program or position is terminated. If at least three work terms are satisfactorily completed, the 3 credit hours of ENGR 389 may be substituted for a 3-credit hour technical elective in your major.
9. Participate in an employer performance appraisal at the end of each work semester. Ensure the appraisal is submitted by your employer to the co-op program coordinator. Complete and submit the



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required *Work Experience Report* to the co-op program coordinator immediately after each work semester.

10. Should you voluntarily leave or be dismissed by the co-op employer, you will not be entitled to a refund of course tuition or related fees. But, if appropriate, the co-op program coordinator will assist in finding a substitute co-op position.
11. Keep a current mailing address, email, and phone number on file with the co-op program coordinator at all times.
12. Provide FERPA Waiver.

*I understand that under the Family Rights and Privacy Act of 1974, I have the right to inspect and review any records that are sent out of the University directly related to me. I hereby waive these rights regarding my resume, records, grades, or evaluations which:*

- (1) may be provided to an employer as the basis for my application for co-op employment;*
- (2) may be provided to or received from my co-op employer for the purpose of evaluating my progress while in the Cooperative Education Program.*

*I have read and fully understand the policies governing my participation in the College of Engineering Cooperative Education Program. I agree to abide by the above policies as a condition for admission and continuation in the program. I understand that any co-op policy exceptions must be authorized by the Co-op Program Coordinator.*

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
CSU ID No.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
Student Phone

\_\_\_\_\_  
Co-op Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer